

Vendor Social Security Number (SSN) Utilization

Benefit Vendor	Reason for Using SSN	File Delivery Method
United Health Care/Health Insurance	Quarterly Reporting for CMS/Medicare, Medicaid, and SCHIP. SSN is required by federal law. Information is also shared between UHC and Express Scripts for disease management purposes. Data is also shared with Willis for analysis.	Through ITMD with secure file transfer via FTP site.
Express Scripts/Prescription Drugs	SSN is used to link claims data between Express Scripts and UHC for disease management purposes for all members.	File encrypted with key/password and transferred via FTP site.
Anthem DentalBlue	DentalBlue internal system requires SSN as an employee identifier.	Through ITMD encrypted and secure file transfer via FTP site.
CarePlus/Dental Associates	CarePlus internal EDI system requires SSN as a unique identifier for all members.	Through ITMD encrypted and secure file transfer via FTP site.
eflexgroup/Flexible Spending Account	Prior to 2014, SSN was used as a unique identifier for City employees. Eflex revised their internal systems/practices to accommodate the City's employee ID number instead of SSN.	Secure File Transfer via FTP site.
Equifax I-9/Employment Verification	Required to use SSN for identification/verification purposes to federal government	Applicant enters SSN directly into secure Equifax I-9 site.
Equifax Unemployment Compensation	Required to use SSN for identification/verification purposes for the State and Federal government	The SSN is submitted to the State via the UC application that the employee personally submits. Correspondence between Equifax and the City is done via the Casebuilder program through a secure Equifax site. Correspondence between Equifax and the State is done by secure encrypted email or via SIDES (State Information Data Exchange).
iVos System (AON)/Worker's Compensation	Required to use SSN for identification/verification purposes for the State and Federal government. SSN is a required field on the EB49 form that is submitted for each employee incident.	Any claims related information that is sent to the state is entered directly into a secure State website or sent securely via FTP site. The SSN on the EB49 will not be entered by department field staff, but will instead be entered directly into the iVos system by DER WC staff.

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Various Benefit Forms on DER website (W-2, W-4, EB49 Form, LTD, Employment Verification)	Depending on the benefit, SSN are needed for benefit or IRS purposes, many of which are outlined in this table.	Depends on the form, but all submitted and sent via secure method.
WERC (Wisconsin Employment Relations Commission)	Required to use last 4 digits of SSN for union recertification lists.	Working with ITMD to determine the best way to send this information in a secure/protected manner.